

TD REAL ESTATE, LLC

311 W. LINCOLNWAY
CHEYENNE, WY
(307) 634 – 9219

215 S. 3RD ST. #110
LARAMIE, WY
(307) 742 – 6321

1234 W. PROSPECT
FORT COLLINS, CO
(970) 472 – 8165

320 E. VALLEY RD.
TORRINGTON, WY
(307) 634 – 9219

TENANT 30 DAY NOTICE TO VACATE

Date: _____

I/We, _____, do hereby give my/our 30 day notice to vacate the address: _____ and understand that the unit will need to be vacate at the time of the move out inspection, which must be scheduled two days in advance.

Please turn in form with all information requested below:

Tenant(s) Name: _____

Telephone: _____

Forwarding Address: _____

Showing Preferences– Call for appt / Anytime: _____

Vacancy Date: _____

Tenant Signature(s): _____

IF YOU PAY FUNDS ELECTRONICALLY PLEASE NOTE ONCE YOU MAKE YOUR FINAL PAYMENT YOU MUST REMOVE YOUR ACCOUNT INFORMATION.

**By signing this, all parties acknowledge receipt of "Cleaning Instruction Checklist"*

OFFICE USE ONLY

This form was received on: _____ by _____
Date Representative – TD Real Estate, LLC

Owner was notified in system or by USPS: _____ by _____
Date Representative – TD Real Estate, LLC

Property listed and verified: _____ by _____
Date Representative – TD Real Estate, LLC

Move Out Inspection Scheduled for: _____ by _____
Date Representative – TD Real Estate, LLC

Forwarding address updated in system on: _____ by _____
Date Representative – TD Real Estate, LLC

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MOVE OUT CLEANING CHECKLIST

(For reference purposes only)

- You are required to return the home empty and in a clean condition. *Cleaning issues will NOT be considered to be normal and wear, under any circumstances.*
- If the home is not satisfactorily cleaned, has trash or abandoned items, appropriate charges will be deducted from your Security Deposit.
- As required by your rental agreement, you will be responsible for the cost of a **mandatory carpet cleaning**, which must be preformed by a **professional carpet cleaner**. Renting a cleaner or using your personal carpet cleaner is not acceptable. You must provide a receipt showing the carpet was professionally cleaned.
- You may hire professional cleaners or you can contact us to hire one for you.

GENERAL (APPLIES TO ALL ROOMS) (LIVING ROOM, BEDROOM(S), KITCHEN, BATHROOM(S)):

- Clean doors and around frames.
- Clean all walls including ceilings and corners.
- Wipe down all baseboards. Remove all cobwebs from walls and ceilings.
- Clean all electrical and light switch covers. Replace if necessary.
- Walls should be washed or marks removed, including streaks above heaters.
- Holes in walls should be filled with spackle and the wall wiped clean of excess spackle.
- If there are any large holes, such as from wall anchors, the holes will need to be patched and the entire wall painted. If you intend to do touch up painting, you must paint the ENTIRE wall with an APPROVED COLOR.
- Wall, floor and ceiling vents should be vacuumed and/or washed.
- Clean windows, window sills and tracks. *(Most windows lift out of tracks for easy cleaning)*
- Mop tile or linoleum floors. Grout must be cleaned.
- Vacuum carpet and edges by baseboards.
- Drapes should be vacuumed and washed.
- Blinds should be cleaned.
- Light bulbs should be replaced where needed.
- Light covers should be removed from light fixtures and cleaned.
- Wipe down Fan blades
- Everything must be removed from closets (including hangers) and shelves need to be cleaned.
- Fireplace(s) should be clean of all debris, including ashes.
- Wipe down all word work.

KITCHEN:

- Range should be completely cleaned, including broiler pans and hoods.
- Clean and degrease hood. Exhaust fans and overhead light should be free from grease and dirt, including filter.
- Clean stovetop, panel and dials.

- Drip pans should be removed and the underneath surface cleaned.
- Drip pans must be cleaned. Replace if they do not appear new after cleaning.
- Clean under and behind stove.
- Clean under and behind fridge.
- Dishwasher should be wiped inside and out, including around the inside for the door.
- Garbage disposal should have ice cubes ran through it. You may also add salt and lemon juice (no peels) to deodorize.
- Clean inside and outside surface of microwave, including underside filter.
- Defrost refrigerator, if applicable, and remove any water. **DO NOT TURN OFF FRIDGE WHEN VACATING.**
- Clean inside refrigerator and under crisper drawers.
- Clean all countertop surfaces.
- Clean sink and faucet fixtures.

BATHROOM(S):

- Tiles should be washed and grout cleaned.
- Vanity and medicine cabinet should be cleaned, including shelves and mirrors.
- Tub, shower, sink and toilet should be cleaned and sanitized.
- Glass door, if applicable, should be cleaned so all of the soap scum is removed.
- Exhaust fans should be cleaned.
- Clean bathtub, shower walls and fixtures.
- Clean soap dishes and wipe down towel bars.
- Thoroughly clean toilet inside and out.

YARD / ENTRY / EXTERIOR:

- Weed all flower beds.
- Mow and edge lawn.
- Remove all personal items and garbage.
- Sweep porch and/or deck.
- Clean Screen door and Entry door.

GARAGE:

- Remove all personal items and garbage
- Clean any oil stains from floor using appropriate cleaner.
- Sweep floor.

MISCELLANEOUS (IF APPLICABLE):

- Replace any burnt out light bulbs throughout home and garage.
- Replace any dead smoke detector batteries.
- Replace furnace filter.
- Replace garage remote/keypad batteries if necessary.
- Remove all paper towel holders and adhesive (if you installed).
- Remove hooks, ceiling hooks, mounted mirror, etc that you installed. Properly patch holes. If you intend to do touch up painting, you must paint the ENTIRE wall with an APPROVED COLOR.

*****THIS IS FOR REFERENCE ONLY AND NOT INTENDED TO BE ALL INCLUSIVE*****